

2.2., GOOD GOVERNANCE AND PUBLIC PARTICIPATION

ISSUE 10:

Sustainable development orientated Municipalities:

All Municipalities in the district needs to be fully capacitated to ensure institutional excellence

IDP Goal/Objective	Key Performance Indicator	Base-line		2009/10		Key Performance Target	
		Number of improvements on the network	I radio links	0	No	Achieved	Remarks
To improve and maintain the network and IT systems	Developed a Disaster Recovery Policy and to purchase hardware and software to reinforce the policy	1	1	1	No	No	Insufficient funding available from the Capital Replacement Reserve
	Number of complaints resolved	30		90% resolved	Yes	Yes	A Disaster Recovery Plan/Policy will be established in 2010/11 as part of a set of documents that will address audit findings related to IT
	Municipal code ("list of by-laws")	0	0	1	Yes	Yes	1 115 customer complaints/requests were received of which 35 was not resolved. Only 3% remains unresolved. The existing code was updated, 1 By-law was published, 1 By-law was repealed. All By-laws were reviewed by an advocate and amendments

IDP Goal/Objective	Key Performance Indicator	Base-line		2009/10	Key Performance Target	
					Achieved	Remarks
To provide and maintain effective administration	Number of policies developed or reviewed	2		4 (1 per quarter)	Yes	Eight policies were either developed or reviewed (3 new and 5 reviewed)
	Number of Departmental meetings	4		4	No	1 Meeting was held in Kuruman and 2 in Vanzylsrus
	Number of Management Meetings	10		10	Yes	Support provided to all management meetings through compiling agendas and keeping minutes
To strengthen accountability	Annual Report	1		1	Yes	

3.1 MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Priority Issue 8: Sustainable Developmental Orientated Municipalities

IDP Goal/Objective	Key Performance Indicator	Base-line		2009/10	Key Performance Target	
					Achieved	Remarks
To attract and retain staff	To recruit and select staff within 3 months according to vacancy	3 months recruiting time		3 months	Partially	Critical positions identified at levels below post level 3 were filled. Senior positions could not be filled. Council only finalized appointments in July 2010. 2 employees were appointed

IDP Goal/Objective	Key Performance Indicator	Base-line	2009/10	Key Performance Target	
				Achieved	Remarks
					in positions below level 3. In Addition, the recruitment and selection process of the Municipal Manager, Internal Audit, Manager Community Development Services, and three assistant managers (Disaster Management, Human Resources and Local Economic Development) were concluded. Unfortunately Council only approved appointment in July 2010.
		100% of prioritised vacancies	100%	Partially	Critical positions identified at levels below post level 3 were filled. Senior positions could not be filled. Council only finalized appointments in July 2010.
					2 employees were appointed in positions below level 3. In Addition, the recruitment and selection process of the Municipal Manager, Internal Audit, Manager Community Development Services, and three assistant managers (Disaster Management, Human Resources and Local Economic Development) were

IDP Goal/Objective	Key Performance Indicator	Base-line			2009/10		Key Performance Target Achieved	Remarks
To review & implement the Employment Equity Plan	To manage personnel turnover to be less than 5% per annum	5%			5%		Yes	Unfortunately Council only approved appointment in July 2010. 5 Employees retired, 1 resigned, 2 regrettably passed away.
	Reviewed EEP Annually	1			1		Yes	The review of the Employment Equity Plan takes place every two years. In addition the Turn Around Strategy moved the target date to October 2011
	Reports to Dept. of Labour	1			1		Yes	
	To develop a workplace skills plan	1			1		Yes	
To train and develop employees and councillors	Number of employees and councillors trained in accordance with the WSDP	15			20		Yes	93 training opportunities were created either through in service training (short courses) or formal studies at tertiary institutions. One employee obtained a doctorate.
	Number of Individual Learning Plan	95 employees			95		Yes	125 was actually submitted
	Review of study assistance and training policy	1			1		Yes	Reviewed policy approved by Council
To maintaining sound labour relations	All grievances and disciplinary actions handled within prescribed timeframe	Grievances: 35 working days			35 working days		No	No formal grievances were received

IDP Goal/Objective	Key Performance Indicator	Base-line			Key Performance Target	
		2009/10			Achieved	Remarks
		Disciplinary: 25 working days	2 months		No	One request for a disciplinary action was received
To ensure and promote the participation of ward committee in enhancing LG	Number of Local Labour Forum / Training Committee Meeting	4	4		Yes	Three LLF meetings and 2 Training Committee meetings held
	Number of road shows attended	4 (1 per municipality and 2 per DMA)	4		Yes	Roadshows attended for local municipality and the DMA
	Number of DMA committee meetings attended	4	4		Yes	Meetings attended per schedule
To improve and maintain the network and IT systems	Number of improvements on the network	0			Yes	A network audit conducted
	Number of complaints resolved	30	90% resolved			1 115 customer complaints/ requests were received of which 35 was not resolved. Only 3% remains unresolved
To review and promulgate by-laws	Maintain the Municipal code ("list of by-laws")	1	1		Yes	The existing code was updated, 1 By-law was published, 1 By-law was repealed. All By-laws were reviewed by an advocate and amendments to some will be made in the 2010/11 Financial Year.
	Number of policies/by-laws developed or reviewed	2	4		Yes	Eight policies were either developed or reviewed (3 new and 5 reviewed), plus 1 By Law published and 1 By-law repealed
To provide and maintain effective administration	Number of Departmental meetings	4	4		No	1 Meeting was held in Kuruman and 2 in

IDP Goal/Objective		Key Performance Indicator		Base-line		2009/10		Key Performance Target		Remarks	
To strengthen accountability	Number of Management Meetings		10			10		7		Vanzylsrus	
	Annual Report		1			1		Yes		Management meetings attended per schedule and invitation	
	Oversight Report					1		Yes		Compiled annual report and submitted to relevant stakeholders	
	Number of amendments and additions to file plan submitted to Provincial Archival Services		1			1		No		Oversight report submitted to Council	
To implement the Records Management Policy of Council										1 Key staff member was ill for an extended period of time and one key staff member was both ill for an extended period and later regrettably passed away. In addition only one new file was created, that was not already provided for on the file plan. Submission of an amendment/addition to the Archival Service was therefore deferred until there was a more substantial number.	
	Number of documents captured on the Munadmin Sytem as indicated by a quarterly Munadmin generated report		3000			4000		Yes		15 351 was captured on the System for the reporting period	
	Number of destruction certificates		1			1		Yes		6 Certificates were issued	
	Inspect that all e-mails is send or received via the Munadmin System, or written approval is received from the Records Manager to use another system such as a dial up modem: Number of inspection reports		1			1		No		Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.	
	Records Storage areas free of pests: Number of fumigation actions					1		Yes			

IDP Goal/Objective	Key Performance Indicator		Base-line		2009/10		Key Performance Target	
					Achieved		Remarks	
To provide and maintain effective administrative systems by arranging Council/Committee meetings as per the meeting schedule of Council, and by compiling the agenda's and minutes to Council meetings	Effective logistical arrangements for council and committee meetings: Number of minutes of meetings		4		4	Yes	6 Council meetings and 3 Special Mayoral Committee meetings. Minutes for 2 Budget Steering Committee meetings were also prepared.	
	Library Service available in Vanzylsrus: Number of monthly statistical reports		8 (2 per quarter)		8	Yes	12 Reports were submitted with the Library Development Progress Reports.	
	Number of library development progress reports		8		8	Yes	12 Reports, plus the Annual Library Development Programme Report and the Business Plan for 2010/11	
	Number of inspection reports		8		8	12	Unfortunately the reports only focused on venues in Vanzylsrus.	
To ensure the optimal use of land	Number of land use applications successfully processed		2 per annum		2	Yes	10 Applications were processed of which one was deferred by Council and a final decision was taken in July 2010. One of the 10 resolutions taken by Council included 3 different applications for land. The total number successfully completed then amounted to 12. Another two applications were incomplete and could not be processed further. Included in the 10 applications were three different applications for rezoning and/or subdivisions for Hotazel. The three applications covered at least	

IDP Goal/Objective	Key Performance Indicator	Base-line	2009/10	Key Performance Target	
				Achieved	Remarks
					405 new erven.
	Updating of zoning maps	0	1	Yes	An additional 225 building plans were processed by the Department.

3.2 GOOD GOVERNANCE AND PUBLIC PARTICIPATION

GENERIC PERFORMANCE INDICATORS

IDP GOAL / OBJECTIVE: To ensure effective integrated development planning and performance management in the municipality

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET	REMARKS
To ensure effective integrated development planning in the Municipality	Participate in IDP Review processes Meetings	Number of IDP Meetings	1	2	Yes, partially	Only one meeting was held, but one on one meetings were held with the Consultant
	IDP / PMS / Budget road shows	Number of IDP/PMS/Budget road shows	1	4	1	Road shows attended
	Comment on Draft IDP	Written Comments	0	1	No	Written comments were not requested. Individual sessions were held with the Consultant
Organizational PM system	Participate in SDBIP workshop	Number of workshops	0	2	Yes, partially	Only one meeting was held, but one on one meetings were held with the Consultant
	Signed Performance Agreements for each Section 57 Manager	Signed Performance agreements for each Section 57 Manager	1	1	Yes	
	Evaluation of section 57 Employees	Evidence files	0	1	No	Evaluation conducted
Individual performance management system	Quarterly, mid year and annual performance reports submitted	Number of reports	1	4	1	Reports submitted to council
	Individual performance agreements developed and signed	Number of agreements per Department	10	10	10	
	Individual staff assessments and reports	Number of assessments and reports submitted per Department	4	assessments per staff	6	

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET
			member	Achieved	Remarks

IDP GOAL / OBJECTIVE: To review the Risk Assessment document

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET
Risk Assessment Unit	Participation by the Department in the Risk Committee	Number meetings	4	4	Remarks Only 2 meetings were called. All were attended.

IDP GOAL / OBJECTIVE: To review and promulgate by-laws

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET
To review and developed policy's and by-laws according to each Departments functions	Develop and review policies according to the Department's functions	Number of policies	1	1	Remarks Eight policies were either reviewed or developed. One By-law was published and one was repealed for other Departments. There were none applicable to our Department. All the By-laws of the Municipality (21 in total) were reviewed through two separate legal opinions. Minor amendments to some of the By-laws will be made in 2010/11.

IDP GOAL / OBJECTIVE: To provide and maintain effective administration

SDBP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	KEY PERFORMANCE TARGET	
				2009/10	Achieved
To implement the Records Management Policy of Council	No correspondence records are stored in offices	Internal Departmental Circular	0	1	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
		Minutes of departmental meetings	0	6	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
	No records, including electronic records, are transferred out of the municipality without approval from the Archival Services	Written approvals received from Corporate Services for each transfer	0	10	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
		Internal Departmental Circular	0	1	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
	All internal and external correspondence must be indexed with a file reference number	Minutes of departmental meetings	0	6	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
		Internal Departmental Circular	0	1	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
	All correspondence is received and dispatched through the registry	Minutes of departmental meetings	0	6	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.
		Internal Departmental Circular	0	1	No Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET
	All e-mails is send or received via the Munadmin System, or written approval is received from the Records Manager to use another system such as a dial up modem	Positive IT inspection report	0	4	Remarks Two key staff members in the Registry were ill for prolonged periods and one regrettably passed away.

IDP GOAL / OBJECTIVE: To co-ordinate and support the implementation of the ISRD

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET
Political and technical forum meetings	Representation of Department at Technical Forum meetings	Number of Meetings	4	4	Remarks All the meetings held were attended. However, the nature of the ICR was revised, causing in frequent meetings
Provide inputs to the Cabinet Lekgotla Reports	Inputs to the Cabinet Lekgotla Reports	Number of reports and inputs	2	2	Reports submitted to Office of the Premier as required

IDP GOAL / OBJECTIVE: Facilitate the creation of jobs in the District

SDBIP OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BASE-LINE	2009/10	KEY PERFORMANCE TARGET
To create temporary jobs	Temporary jobs created	Number of jobs created	0	8	Remarks 8 new temporary employment opportunities were created and/or maintained in the Department and 42 in the rest of the Municipality

10 new permanent jobs	2 permanent jobs created	1 new person hired	3	2	3	2	2 new permanent employment opportunity were created and/or maintained in the Department and 1 in the rest of the Municipality
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ADDITIONAL TARGETS AS A RESULT OF THE TURN AROUND STRATEGY

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
2.5	Front Desk Interface	There is a front desk but it needs improvement	Front desk will be fully functional by April 2010	Training of the front desk staff Improvement of general functionality of the front desk Tightening of security	N/A	Partially	Issuing of proof of residency was moved from the reception. The security guard was instructed to ensure that all visitors sign in. Further that the person/s that are visited be called before allowing a visitor to proceed
3.1.1	Stability in Council meeting	At least 8 meetings annually	6 Council meetings (ensure effectiveness)	Continue to sit as scheduled	None	Yes	
3.1.2	Training of Councillors	Councillors are being trained on Municipal Executive Leadership (EMLDP)	Councillors trained in other areas by December 2010	Implementation of WSP Continue training Councillors Survey impact	LGSETA and SALGA	Yes	Impact will be assessed upon completion of the EMLDP
3.2.1	Recruitment and selection	Policy in place	Review all existing HR policies by 30 June 2010, including retention policy.	Workshop, adoption and implementation of HR Policies Ensure the	SALGA	In progress	Council approved deferment of target to the 1 st quarter of 2010/11

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
3.2.2	Vacancies: Senior Management	MM, Community Development Services Manager and Internal Audit Manager post vacant	Fill all positions by 1 May 2010	enforcement of the policies Complete recruitment processes already initiated	COGHSTA SALGA	Partially	Although all processes prior to approval of appointment were concluded in the 4 th quarter, Council were only able to approve appointments in July 2010. All appointments will be concluded in the 1 st quarter of 2010/11
3.2.3	Vacancies in other levels	Critical posts vacant PIMS Centre Manager Assistant Manager: HR Manager: Disaster Management Assistant Manager: LED	To fill the critical vacant posts by 1 May 2010	Complete recruitment processes already initiated	N/A	Partially	Although all processes prior to approval of appointment were concluded in the 4 th quarter, Council were only able to approve appointments in July 2010. Filling of the PIMS Centre Manager was held in abeyance, pending reconsideration during

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
3.2.4	Gazette By-Laws	By-Laws Gazetted	By-laws reviewed by 30 June 2010	Review By-laws and amend/repeal where necessary Training implementers as law enforcers	COGHSTA, SALGA	Yes	the review of the staff structure All other appointments will be concluded in the 1 st quarter of 2010/11.
3.2.5	Performance Agreements for HODs not signed	Agreements of the current financial year signed.	New performance agreement signed by July 2010	Mayor and MM to ensure that Performance Agreements are signed	SALGA, COGHSTA	??	Three employees were identified that have already been trained as law enforcers in the past. Additional training needs were identified in the WSP.
3.2.6	Organisational Performance Management	Policy in place	PMS policy reviewed by 30 June 2010	To review PMS policy and assist with the implementation process District assist the	SALGA, COGHSTA	In progress	Council approved deferment of target to the 1 st quarter of 2010/11

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)		Target for December 2010 (Changed Situation)		Municipal Action		Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)		Achieved	Remarks
				the IDP and the budget		budget Conduct consultative process with relevant stakeholders	Provincial Treasury				
3.2.10	Handing over of DMA to Moshaweng	DMA re- demarcated into Moshaweng LM, effective on the date of the local government elections		Transitional arrangements in place to ensure smooth transition of services and responsibilities by December 2010		Identify all resources (staff, budget, assets, legislation, policy, etc) to be handed over Develop a transition plan in collaboration with Moshaweng	COGHSTA SALGA		In Progress	Target is set for the 2 nd quarter of 2010/11	structure is aligned.
3.2.13	Good relations between the political and administrative wing	Relationship good, but roles and responsibilities not always strictly adhered too (e.g. interference vs intervention/ oversight		Roles and responsibilities strictly adhered too.		Workshop Councillors and Staff on both the respective roles and responsibilities and the respective codes of conduct – workshop to be conducted by SALGA	COGHSTA SALGA		No	Target is set for the 2 nd quarter of 2010/11	
3.2.16	IT Shared Services	IT services not integrated		Integrated system by December 2010		Audit of IT in all the municipalities Continuous meetings with municipalities Standardisation of all IT Draft proposal	N/A		No	There is no progress on this target yet. IT related audit findings necessitated reprioritization of IT targets for our own Municipality.	
3.3.1	Functionality of Local Labour	LLF established but not functional		Fully functional LLF by March 2010		Ensure that the LLF is fully functional	SALGA and COGHSTA		Partially	Only one meeting took place since the	

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
	Relations						strategy. Employer representation still remains a challenge.
3.3.2	Staff Discipline and work ethics	Lack of staff discipline and work ethics amongst employees	Improved working relations, ethics and discipline by December 2010	Information session for all staff members on the collective agreement and other related policies Implementation of grievance and disciplinary procedures.	SALGA	Yes	A workshop was held and an article was placed in the Staff Journal.
3.3.3	Employee satisfaction survey	Employee satisfaction survey not conducted	Employee satisfaction survey conducted by 30 April 2010	Ensure that the employee satisfaction survey	SALGA	Yes	Questionnaires are currently being analysed.
3.3.4	Job Evaluations / description	Most job descriptions developed, and submitted to SALGBC Awaits the final conclusion by SALGBC	Finalise the job descriptions by end of June 2010 Develop job descriptions for any outstanding posts by 30 June 2010	Benchmark with other Municipality for posts that were not evaluated before end of financial year. Identify any posts without job descriptions, as well as posts where reviews are required and develop job descriptions.	SALGA	No	The Final Outcomes Report is still awaited and is delaying the implementation of the Wage Curve and Job Evaluation Collective Agreement.
4.4	Repairs and maintenance	Provision for repairs &	Repairs & maintenance	To ensure that the budget for 2010/11	N/A	Yes	Provision was made on the 2010/11

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
4.5	provision Capital expenditure	maintenance not sufficient enough Own funds as source of finance for capital expenditure is a challenge due to the CRR being written back cause it is not cash backed. Only 3% of capital budget is funded from own funds and 97% from grants & subsidies.	provision of 10% of the total operating budget by end of May 2010 To make provision for capital expenditure from own funds through contribution from the operational budget in the 2010/11 budget to be approved by May 2010.	makes sufficient provision for repairs & maintenance	N/A	No	Budget. However sufficient income still remains a challenge. There was insufficient resources to provide for capital expenditure. This may have a serious impact on the operations of not only the Department, but also the rest of the Municipality. This is especially true for the urgent upgrading and additions that are critical to the continued functioning of the IT Network. The intention was to utilise the R750 000 Vuna Award funding allocated to the Municipality. Unfortunately this funding is still outstanding.

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unlocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
4.9	Credibility and transparency of Supply Chain Management	SCM unit established but under staff with officials not meeting the minimum prescribed competency levels. The requesting and awarding of quotations are currently done manual	That all SCM officials meet the prescribed competency levels by Dec 2010. The requesting and awarding of quotations be done electronically	To ensure that the 3 officials are trained		In progress	Provision is made on the Workplace Skills Plan for 2010/11
4.13	Budget Office	BTO established but lack capacity in terms of the "budget" part of the office	That capacity in the BTO is enhanced through enhancing the human resource capacity by December 2010	The organisational structure should be amended to include a budget & treasury compliance officer by the end of December 2010	N/A	In progress	Council approved inclusion of such a position in the BTO Office. Recruitment and selection process is currently in progress
4.14	Leave management	Local municipalities are not implementing the Collections Rights agreement	To assist local municipalities are implementing the Collections Rights Agreement by December 2010	Audit of leave accrued, encourage employees to take leave and budget for staff leave provision District to assist the local municipalities in implementing the Collections Rights	LM's	No	The Department will provide guidance on the implementation, as soon as the Local Municipalities concluded their respective leave audits.

No.	Priority Turn Around Focal Area	January 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Achieved	Remarks
5.7	Development of Multi-purpose centre	Kgomotsego Thusong Centre in Vanzylsrus operational	Service Level Agreements to be put in place by 30 June 2010 New MOU to be entered into with Thusong Champion in Province	Agreement Engage Premier's Office to finalize SLA's Engage Premier's Office to renew current agreement	Premier's Office; COGHSTA	No	Premier's Office was requested both by e- mail and by telephone to expedite this matter. It was also reported to the IGR and as a result the Executive Mayor corresponded with the Premier's Office. The outcome is still awaited.

CS REPORT

**JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY
DISASTER MANAGEMENT
QUARTERLY REPORT
APRIL 2010 – JUNE 2010**

1) ACTIVITIES

1.1) MONTHLY SUMMARY OF STATISTICS

Attach to this report you find the monthly summary of statistics.
See annexure “A”

1.2) EMERGENCY CALLS

2.1) Attach to this report you find the statistics of Emergency calls, which was handled from 01 April 2010 – 30 June 2010. See annexure “B”.

1.3) MEETINGS/ WORKSHOPS ATTEND

1.3.1) District Disaster Management Committee Meeting

A District Disaster Management Committee Meeting was attended on the 19 May 2010 in Upington. Attach find a copy of the Agenda and Minutes of the mentioned meeting.

1.3.2) Provincial Disaster Management Advisory Forum Meeting

A Provincial Disaster Management Advisory Forum Meeting was attended on 20th May 2010 in Upington. Attach find a copy of the Agenda and Minutes of the mentioned meeting.

1.3.3) Establishment of the Disaster Management Advisory Forum

The national slogan for disaster management says it like it is:” Disaster risk management is everybody’s business. The Disaster Management Advisory Forum (DMAF) is the place where everybody who is involved in Disaster Management must be represented. The National Disaster Management Framework recommends that, in the interest of uniformity, municipalities establish advisory forums. The advisory forum is intended to be the vehicle through which disaster risk management role players coordinate their actions and ensure the mainstreaming of risk reduction in development initiatives.

The following recommendations were forwarded to the IGR forum:

- Approves the establishment of the DMAF as stipulated in Section 51 of the DM Act, No. 57 of 2002.

- Adoption of the terms of reference (attached Template Jar 5) for the purpose of operation of the DMAF
- Mandates the Municipal Manager for the District to oversee the establishment of the DMAF, and
- Approves that the DMAF forms a sub-committee of the IGR.

2) RESULTS OF PREVENTION AND MITIGATION INITIATIVES.

2.1) JTGDMD CONTINGENCY PLAN FOR 2010 FIFA WORLD CUP EVENT

The purpose of the contingency and evacuation plan is to provide an integrated and coordinated approach to ensure a quick and effective response to known hazards or emergency incidents within the aim of ensuring the protection of the lives of people, infrastructure and environment during the 2010 FIFA World Cup Event.

2.2) BUSINESS PLANS FOR NATIONAL EMERGENCY ALARM RADIO (NEAR) SYSTEM GRANT

Section 16 and 17 of the Disaster Management Act No. 57 of 2002 envisage an integrated and uniform system that provides for information exchange between all the relevant interest groups in all three spheres of government, in communities and in the private sector through a variety of communication mechanisms. The system must provide for the receipt, storage, analysis and dissemination of information. In addition, the information management and communication system must include the establishment of communication links, which will enable the receipt, transmission and dissemination of information between disaster management centers and those likely to be affected by disaster risks as well as other role players and stakeholders involved in disaster risk management. In this regard, the design of the system must take into account the lack of technological infrastructure in areas and communities most at risk, as well as telephonic system failures during disasters. This will require the use of a dedicated two way national emergency radio communication network, for which the NEAR system has been developed.

According to the Provincial Gazette No. 1288 published on 4 March 2009, an amount of R 558, 000 (five hundred and fifty eight thousand rand) were allocated on the NEAR Grant to John Taolo Gaetsewe District Municipality for the 2010/ 2011 financial year.

In addition to the Provincial Gazette on the NEAR Grant the following applies:

2.2.1) Purpose of the NEAR Grant

- To provide financial assistance to maintain effective functioning of the NEAR system.

2.2.2) Measurable Outputs

- Ensure effective communication links.
- Promote integrated coordinated approach to disaster management.

2.2.3) Conditions of the NEAR Grant

- Business plans which must include a projected cash flow.
- Monthly NEAR grant reports must be submitted to the Department
- All funds transferred may only be deposited into a bank account that has been accredited by the provincial accounting officer for local government.
- A separate vote must be created for the NEAR grant.
- Any deviation from the approved business plan must be reported to the Provincial Disaster Management office which will respond to the specific issue at hand.
- Allocations will be transferred in four tranches to the District Municipalities, pending the compliance performance.

2.3) PROVINCIAL GRANT FOR FIRE EQUIPMENT

According to the Provincial Gazette No. 1288 published on 4 March 2009, an amount of **R 350, 000 (Three hundred and fifty thousand rand)** were allocated on the Fire Grant to John Taolo Gaetsewe District Municipality for the 2010/ 2011 financial year.

In addition to the Provincial Gazette, on the Fire Grant the following applies:

2.3.1) Purpose of the Fire Grant

- To enhance Municipalities capacity to deal with fire incidents.

2.3.2) Measurable Outputs

Although outputs will vary between Municipalities the following issues, inter alia, should be addressed:

- Reduce domestic and veld fire incidents.
- Response time to fire incidents
- Enhance emergency/ disaster readiness

2.3.3) Conditions of Fire Grant

- Funds may only be used for the purpose they have been applied for and any deviation must be reported to the Department
- Municipalities must submit business plans indicating how the funds will be committed
- Municipalities must ensure that all transfers received are recorded in their budgets

- Funds transferred to Municipalities will be deposited into a bank account that has been accredited by the Provincial Accounting Officer for Local Government.
- Local Municipalities must forward programs for maintenance of equipment
- The allocation will be transferred in four tranches to Municipalities
- Monthly expenditure reports must be submitted to the Department

3) **DISASTERS/ EMERGENCY**

3.1) **CLASSIFICATION, MAGNITUDE AND SIVERITY OF DISASTERS/ EMERGENCY**

1735 Emergencies were co – ordinate and monitored by the Disaster Management Centre.

A wind and rain storm hit Ga - Segonyana Municipality during April 2010. Fortunately, no injuries were reported.

The damages caused by the storm resulted in:

- Minor damages to building structures
- Damages to walls

Villages that were affected include the following;

Village	Households affected
Sloja	6 Households
Lokaleng	14 Households
Sedibeng	6 Households

The following principles will address key requirements that will ensure that planning for disaster response and recovery as well as for rehabilitation and reconstruction achieves these objectives in the District and Local Municipalities:

- Detailed disaster risk management planning, prevention, mitigation, response and recovery-related actions will be executed by all relevant institutions and stakeholders/role players though applying the principles and requirements as foreseen by the Act, the NDMF and the DMF.
- The principles of co-operation, effective communication and information management, reporting and alignment (joint standards of practice) of planning

and implementation on disaster risk management will at all time be adhered to by all institutions, stakeholders and role players.

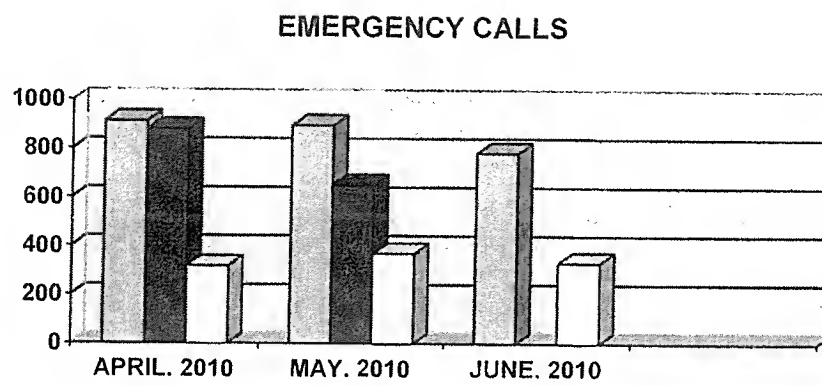
- Disasters must be handled at local level where it occurs.
- The initial response is normally provided by the emergency services of the Local Municipality affected by the incident.
- Departments that are responsible for specific services in normal conditions will remain responsible for such services during disasters.
- Where a department has primary responsibility for a specific hazard, the department's role in DM for that specific hazard will be more than mere participation: it will have to lead risk reduction and preparedness activities due to its expertise in the field.
- The DMC can support such a department with advice, information, facilitation and coordination.
- If it is a non-security related incident it will be the responsibility of the disaster management fraternity to manage the incident with the security forces in support.
- If it is a security related incident the South African Police Service will be responsible to manage the incident with the disaster management fraternity in support.
- Contingency plans to deal with any incident / disaster must be in place on the various levels of government.

ANNEXURE "A"

APRIL - JUNE 2010

YEAR 2010	TOTAL
TEL. CALLS	
RECEIVED	4536
SEND	2401
RADIO CALLS	
RECEIVED	2291
SEND	2461
RADIO TEST	
IN	1735
OUT	2112
EMERGENCIES	
HANDLED	2591

ANNEXURE “B”



J.P. ROSSOUW
ACTING MANAGER DISASTER MANAGEMENT